

February 1, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-60
-------------------	---

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: National Occupational Safety and Health Conference

1. Purpose. To request input to begin planning for the National Occupational Safety and Health Conference, tentatively scheduled for August 30 – September 2, 2010 in Charleston, South Carolina.
2. Background. The National Office of Job Corps has taken many actions over the years to enhance safety on centers, including sponsoring training conferences for field staff. In the fall of 2009, the National Office sponsored a National Safety and Health Conference that addressed a number of important topics, ranging from occupational safety and health program reviews to hearing conservation programs and fleet safety.
3. Action. Potential conference attendees (especially Job Corps community members involved in safety) are asked to e-mail a list of topics they would like included in the 2010 conference to Marsha Fitzhugh, fitzhugh.marsha@dol.gov. In addition, individuals who are interested in presenting should indicate so in the e-mail. The e-mail subject line should read, “2010 National Occupational Safety and Health Conference theme/topics.” In the body of the e-mail, include:
 - a. name and title/position;
 - b. Job Corps center name or organization name;
 - c. whether you attended the 2009 conference;
 - d. topic you would like to be presented; and
 - e. whether you would be interested in presenting a specific topic.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. March 31, 2010.

5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.